

WSDOT EBIDS PROCEDURES

BACKGROUND

April 1996 a joint WSDOT/AGC team requested we investigate the use of electronic bidding for WSDOT highway construction contracts.

Following a preliminary investigation and inquiries into what other states are doing in this area, the decision was made to develop a means of providing the bid proposal data on diskette. We will continue to explore various avenues, such as the Internet for true electronic bidding.

EBIDS

EBIDS consist of a program written in Powerbuilder. The program and bid proposal diskette are provided as an optional method for submitting a bid on WSDOT construction contracts. When a bidder request to bid via diskette the hard copies of the plans, specifications, bid proposal form, and four 3.5 "diskettes will be provided. Diskettes 1, 2, and 3 contain the EBIDS program and must be installed on the hard drive of the user's PC. The EBIDS program may also be downloaded from our website at: www.wsdot.wa.gov/fossc/cons/contaa/ Diskette number 4 contains the bid proposal data. This data includes the Job number (PS&E number), Bid item No., Standard Item No., Unit Price field, Estimated Quantity, Unit of measure, and Item description for each bid item. The data is a tab delimited ASCII text file and may be exported from EBIDS to the bidders estimating software. When the bidders unit prices have been entered in their estimating software the file may then be saved in tab delimited ASCII text format and imported back into EBIDS. Only the unit bid prices are imported back to EBIDS. EBIDS will then automatically extend the unit prices and calculate the contract total. The proposal form is then printed from EBIDS and inserted into the original printed proposal package that includes the proposal bond, proposal signature page, and other required forms to be submitted with the EBIDS proposal diskette at the bid opening. The bidder must include all of the original the proposal forms, bid bond, the signed signature page, and acknowledge all addenda. The signed printed copy of the proposal is the control copy of the bid proposal and in the event of a discrepancy between information on the diskette and the printed copy, the signed printed copy will prevail.

Bidders requesting the proposal on diskette shall be requested to return the proposal diskette when turning in their bid proposal for the bid opening. The proposal diskette will be used by WSDOT to import the bidders bid price data into the bid check verification system. All discrepancies between the printed proposal document and/or last minute faxed bid price changes will be entered into the bid check system manually and verified with the printed copy. **The bidder's signed printed hard copy will control in the event of any discrepancy.**

DISCLAIMER

The user assumes full responsibility and liability for the use of the materials/information contained on the diskette, including but not limited to the obligation to ensure that the material/information is current and is being used for its intended purpose. Further, the State of Washington shall have no responsibility and

EBIDS USERS INSTRUCTIONS

Bidders desiring to use EBIDS will request the bid proposal on diskette when ordering plans, specifications, and bid documents for WSDOT highway construction contracts.

The bidder will receive printed hard copy plans, specifications, and bid proposal documents, three EBIDS program diskettes and one project specific proposal diskette.

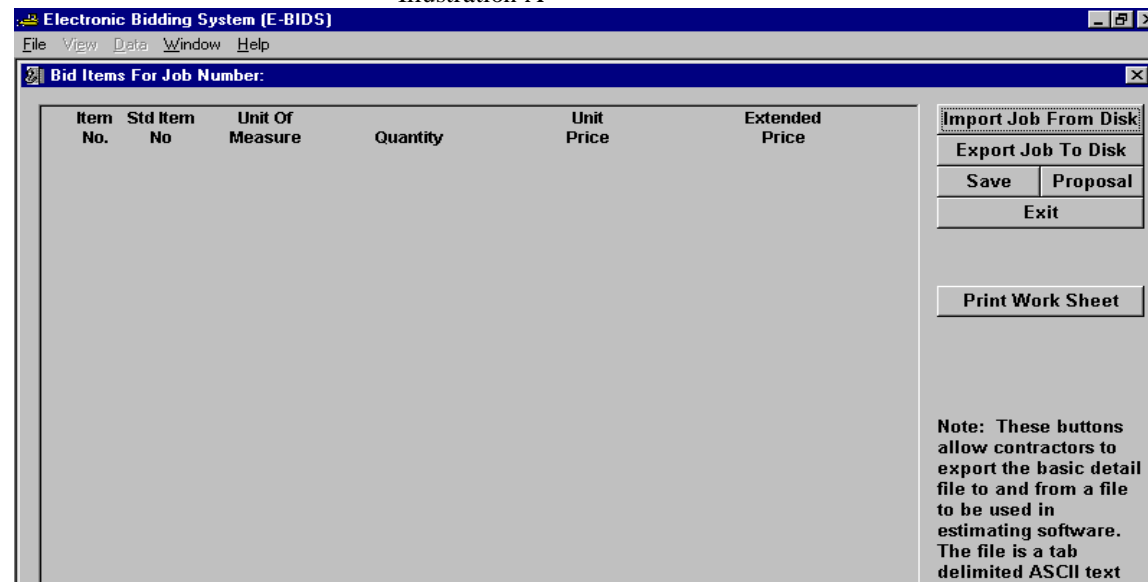
To install the EBIDS software:

1. Turn on PC and Start up Microsoft Windows.
2. Insert EBIDS Program diskette #1 into the diskette drive.
3. From the Start menu choose RUN, Type the command: **A:\ebids.exe**
4. Follow the on screen setup prompts. **Be sure to insert the diskettes in the correct order.**

When the software installation is completed, go to your file manager or windows explorer and **double click** on the file “**ebids_10.exe**” to open the application. (optional) You may also choose to drag this file to your Windows table top to create a shortcut icon to open the program. The program software will only need to be installed on your hard drive one time unless a new version is released.

When the program opens you will see the data entry window below. Eight buttons are displayed with the column headings for the bid proposal data entry fields.(See illustration A)

Illustration A



(1) IMPORT JOB FROM DISK

- a. Insert the proposal diskette into your diskette drive.
- b. Select the **Import Job From Disk** button, this will copy the proposal data from the diskette to the **EBIDS** file on your hard drive. (Illustration B) When the file has been copied select the **SAVE** button to save the job in **EBIDS**. At this time you have two options:

- Option 1. Enter your unit bid price for each bid item directly in the unit price data entry field for each bid item as explained later or,
- Option 2. Use the **Export to File** button to export the bid items as a tab delimited text file to your estimating software.

Illustration B

Item No.	Std Item No.	Unit Of Measure	Quantity	Unit Price	Extended Price
Section: 1 PREPARATION					
1	0001	LUMP SUM		.0000	\$0.00
Description: MOBILIZATION					
2	0280	HECTARE	21.90	.0000	\$0.00
Description: CLEARING AND GRUBBING					
3	0050	LUMP SUM		.0000	\$0.00
Description: REMOVAL OF STRUCTURE AND OBSTRUCTION					
4	0540	SQ. METER	82.00	.0000	\$0.00
Description: REMOVING CEMENT CONC. SIDEWALK					
5	0545	METER	45.00	.0000	\$0.00
Description: REMOVING CEMENT CONC. CURB AND GUTTER					
6	0565	SQ. METER	40.00	.0000	\$0.00
Description: REMOVING ASPHALT CONC. PAVEMENT					

(2) PRINT WORK SHEET

Click **Print Work Sheet** button to print an informational report showing the bid items data entry windows for all of the bid items. **Caution!! Do not use this report as your bid proposal. See proposal below.**

(3) EXPORT TO FILE

- a. Click **Export to File**.

Illustration C

job_no	item_no	std_item	unit_pr	quantity	unitmeas	itemdesc
99Z017	1	1	500000	1	LUMP SUM	MOBILIZATION
99Z017	2	280	10.00	21.9	HECTARE	CLEARING AND GRUBBING
99Z017	3	50	20000	1	LUMP SUM	REMOVAL OF STRUCTURE AND OBSTRUCTION
99Z017	4	540	10.00	82	SQ. METER	REMOVING CEMENT CONC. SIDEWALK
99Z017	5	545	10.00	45	METER	REMOVING CEMENT CONC. CURB AND GUTTER
99Z017	6	565	8.7550	40	SQ. METER	REMOVING ASPHALT CONC. PAVEMENT

(4) IMPORT FROM FILE

- Click **Import From File** button, select the correct file in your estimating software folder and click open. This will copy the unit bid prices from your estimating software to **EBIDS**. (Illustration D)
- Click the **save** button.
- Review your bid prices at this time. Then click the **Proposal Button**.

Illustration D

The screenshot shows the 'Electronic Bidding System (E-BIDS)' window. The main area displays a table of bid items for job number 99Z017. The table has columns for Item No., Std Item No., Unit Of Measure, Quantity, Unit Price, and Extended Price. The items listed are:

Item No.	Std Item No.	Unit Of Measure	Quantity	Unit Price	Extended Price
1	0001	LUMP SUM		500,000.0000	\$500,000.00
Description: MOBILIZATION					
2	0280	HECTARE	21.90	10.0000	\$219.00
Description: CLEARING AND GRUBBING					
3	0050	LUMP SUM		20,000.0000	\$20,000.00
Description: REMOVAL OF STRUCTURE AND OBSTRUCTION					
4	0540	SQ. METER	82.00	10.0000	\$820.00
Description: REMOVING CEMENT CONC. SIDEWALK					
5	0545	METER	45.00	10.0000	\$450.00
Description: REMOVING CEMENT CONC. CURB AND GUTTER					
6	0565	SQ. METER	40.00	8.7550	\$350.20
Description: REMOVING ASPHALT CONC. PAVEMENT					

On the right side of the window, there is a sidebar with the following buttons: 'Import Job From Disk', 'Export Job To Disk', 'Save', 'Proposal', 'Exit', 'Print Work Sheet', and 'Export To File'. A note at the bottom of the sidebar states: 'Note: These buttons allow contractors to export the basic detail file to and from a file to be used in estimating software. The file is a tab delimited ASCII text file.'

(5) PROPOSAL

- Click **Proposal** to create a copy of your bid proposal. You will see a print preview of the actual proposal form. It will show the **unit bid price** the **calculated extension** and the **contract total**.
- Verify that the job title is the correct job

(6) DATA ENTRY FIELDS

You also have the option at the data entry screen to enter the unit prices manually from your estimate worksheets or to revise a unit price as needed.

- a. **Click** the unit price field for the bid item you wish to revise or enter a price for. You may use the tab key, up down arrow keys, or the scroll bar to move from bid item to bid item. If you use the arrow keys or the scroll bar always be sure you have selected the correct bid item data entry field before entering a new unit price.(click on the bid item unit price field to select)
- b. The system will change the price in the last cell you selected. The unit price is entered by typing numbers including the decimal separating dollars and cents. No other punctuation is allowed. (Example One Thousand dollars and twenty cents is entered as 1000.20) No extended price may be entered. The software will calculate the unit price times the plan quantity and show the extended price and the contract total. All lump sum prices are also entered in the unit price field.

When you have entered or revised all unit bid prices, **click the save button** and then the **proposal button** to create the bid proposal report. **Caution** should be used to ensure that the printed proposal submitted is the correct version, if you have revised your bid and printed more than one version of the proposal. (The submitted hard copy is the control document)

(7) EXPORT TO DISK

- a. After you have printed your proposal report and inserted it into the original printed proposal package, insert the original proposal diskette into your pc diskette drive and **Click the Export To Disk button**. This will copy the proposal file containing your bid prices to the diskette.
- b. Remove the diskette from the pc and return it with the signed hard copy of the proposal to WSDOT before the time set for receipt of bids.

(8) EXIT

Click **Exit** to close EBIDS.

(9) BID Submittal

- a. Replace the original bid item sheets in the printed proposal package that was distributed with the plans and specifications with the EBIDS generated proposal report pages. Ensure that all required forms, F. A. certification, noncollusion statement, subcontractor list etc, are included.
- b. Complete the bid proposal bond form, acknowledge all addenda, sign the signature page, and deliver as per normal procedures in the provided bid envelope at the time and place established for the scheduled bid opening.

